

SAMPLE RENTAL CAR AUTHORIZATION REQUEST

MEMORANDUM FOR DISAM/DA

FROM: _____

SUBJECT: Request for Rental Car Authorization

1. Request approval for _____ of _____ who will
(Name/Rank) (Organization/Unit)

attend DISAM Course _____ to utilize a rental car for travel to/from
DISAM.

2. The following information and cost analysis is provided:

a. Commercial Air

(1) Round Trip Air Fare from _____ to
Dayton, OH: _____

(2) Est travel Cost to/from home station airport: _____

(3) Travel to/from Dayton Airport to WPAFB: \$45.00

Total Estimated Cost: _____

b. Rental Car

(1) Cost of Rental Car: _____

(2) Round trip mileage from _____ to
Dayton, OH: _____

(3) Estimated Fuel Cost: _____ total miles, Divided by _____
est MPG = _____ gallons, Multiply by _____
est cost per gal = _____ Est Fuel Cost

(4) Estimated Additional Per Diem (See Notes): _____ total
authorized travel days, Minus 2 days
= _____ Add'l travel days, Multiply by _____/day CONUS non-
location specific TDY rate = _____ Additional Per Diem

(5) Estimated Tolls and other expenses (e.g cost to pick-up/return car):

Total Estimated Cost: _____

c. Savings Using Rental Car (2a minus 2b): _____

3. Special Considerations/Justifications (e.g., medical):

4. Recommend Approval of this request.

(organization/unit
authorization approval
authority)

NOTES:

1. Since air travel also authorized one travel day, these are subtracted when determining the additional travel days required.

2. Total authorized travel days are determined using the following formula per WPAFB Finance based upon total trip distance:

1 mile - 400 miles 1 day
401 miles - 750 miles 2 days
751 miles - 1100 miles 3 days

3. CONUS non-specific location Per Diem rate may be obtained from:

<http://www.dtic.mil/perdiem/>